

**MADERA COUNTY**  
**PAYROLL MANAGER**

**DEFINITION**

Under general direction, to plan, direct and participate in the payroll accounting function of the Auditor-Controller's Office; to perform a variety of highly specialized, difficult and complex technical payroll and accounting duties; to participate in the preparation, review and maintenance of payroll and related financial transactions, records and reports; to provide information and assistance related to payroll; and to do related work as required.

**SUPERVISION EXERCISED**

Exercises direct supervision over assigned staff.

**DISTINGUISHING CHARACTERISTICS**

This is a highly specialized class responsible for managing the County payroll function of the Auditor-Controller's Office. Incumbents must have specialized knowledge of the County's organizational and accounting structures as well as payroll and accounting software.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Manages, supervises and coordinates the County's payroll function; participates in the development and implementation of goals, objectives, policies, and priorities relative to the payroll function; selects, directs, supervises and trains assigned staff; plans, directs and participates in the performance of complex payroll procedures; ensures tasks are completed accurately and timely; provides technical information and instruction regarding acceptable payroll and accounting procedures and proper utilization of the payroll and accounting software; answers questions and resolves problems or complaints; provides accurate payroll reports as needed; audits payroll records to ensure accuracy; prepares payments and transmits appropriate payroll contributions including electronic fund deposits, for all payroll liabilities; prepares and transmits all mandated reports, including those for retirement, health benefit contributions and various other reports, including those required by State and Federal government; prepares W-2's, prepares journal entries; and corrects payroll records as needed.

**OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Basic principles and techniques of management and program administration.  
Payroll accounting and record keeping principles, procedures, and methods and their application.  
Pertinent Federal, State, and local laws, codes, regulations and guidelines governing or affecting Madera County's payroll.  
Modern office practices, methods and equipment, to include computer equipment and related software applications.

**Skill to:**

Operate modern office equipment, including computer equipment.  
Type and input data quickly and accurately.

**Ability to:**

Perform professional payroll accounting.  
Explain County payroll processes and systems to others.  
Meet schedules and timelines.  
Apply principles and practices of personnel management/supervision/training.  
Learn the payroll module of the Integrated Financial Accounting System and understand the relationship between various modules.  
Independently perform a variety of highly specialized payroll assignments.  
Deal tactfully and courteously with others in answering questions, resolving problems, or providing technical instructions or general information regarding policies and procedures.  
Effectively coordinate payroll functions with other County departments and personnel.  
Interpret and apply the policies, procedures, laws, codes, regulations and guidelines from a variety of sources to payroll, especially those pertaining to garnishments, taxability, and PERS retirement.  
Research, collect, compile and analyze information necessary for the effective discharge of duties.  
Handle multiple concurrent projects by correctly assigning priorities to a variety of tasks.  
Understand the organization and operation of the Auditor-Controller's Office in particular and the County in general.  
Prepare, examine, and verify payroll financial documents, statements, reports, etc.  
Perform comparisons of data quickly and accurately.  
Accurately tabulate, record, balance, and audit payroll transactions.  
Perform mathematical computations quickly and accurately.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in exercise of duties.

**Madera County**  
**Payroll Manager (Continued)**

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**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Three years of increasingly responsible payroll experience in a public agency or a business entity that employs a large number of employees with varied terms and conditions of employment.

OR

Four years of experience performing professional accounting in an environment that provided the required knowledge, skills and abilities.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business administration, or a related field.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

**Effective Date:** January, 2007